



***Child Care Counts:
Stabilization
Payment Program***

Terms and Conditions

Payment Program A: Increasing Access to High-Quality Care

Confirmation and Acceptance of Funds

Definition of terms included in these Terms and Conditions

Application Week: The timeframe during which providers can enter or re-enter the *Child Care Counts Stabilization Payment Program*

Count Week: The point in time for which child and staff information is collected for payment calculations

Monthly Update Week: The timeframe during which providers report any changes or confirm child attendance and staffing from the previous Count Week

Base Per-Staff Amount: Program B payment amount for each eligible full-time/part-time staff listed in the application

Quality Incentive Per-Staff Amount: Program B additional payment amount based on YoungStar star level for each eligible full-time/part-time staff listed in the application

- I certify that all information provided in this application is true and correct to the best of my knowledge.
- By accepting *Child Care Counts Stabilization Payment Program* funds, I agree to all items included in these Terms and Conditions.
- **I will pay at least the same amount in staff weekly wages and maintain the same benefits for the duration of the payment program for which I receive funding.**
- **I will not involuntarily furlough (lay off without pay) staff who appear on my center's application. *Child Care Counts Stabilization Payment Program* funds for staff may be halted only upon their termination for cause or their voluntary separation from my center.**
- I will implement policies in compliance with health and safety administrative rules for child care providers as outlined by [DCF Child Care Regulation](#) and meet the requirements of any local orders, **and I will, to the greatest extent possible, implement policies in line with guidance from the [Center for Disease Control \(CDC\)](#) for child care programs.**
- **I understand that this program will require monthly updates to number of children attending and staff employed during the Count Week.**
- I understand and agree that this is a nine-month payment program that runs November 2021 through July 2022.
 - I can opt out of the program by withdrawing my application before the end of the monthly Application Week.
 - If, at any time during the program, I am found to be ineligible or not adhering to the terms and conditions, my payments will be discontinued. When

eligibility issues are resolved, I may reapply during a future Application Week.

- If I am awarded funds, DCF will calculate an ongoing monthly payment amount for my program as stated in my Payment Letter. This monthly amount may fluctuate based on the following: changes in enrollment or staffing reported as required by the program Terms and Conditions, available funding, and adjustments DCF makes to the program. This ongoing monthly amount will be indicated in my Payment Letter. DCF will reserve funds for the nine-month amount as indicated in my Payment Letter.

- **I understand that DCF may require repayment of funds disbursed if terms and conditions are not met, and I agree to repay the funds if I fail to meet the terms and conditions of the program.**

Qualifications

- I certify that my program is currently regulated and in good standing during the Count Week and as of the last date of the Application Week and subsequent Monthly Update Weeks.
- I must be open and caring for children ages 0 through 12, or under age 19 for children with disabilities, during the Count Week identified for each month.
 - If I have a temporary closure due to COVID exposure, I must plan to reopen within 14 days of the date of closure in order to receive funding for the following month. If my program will not be able to reopen within 14 days of the COVID exposure related closure, I must notify the Child Care Counts call center at 608-535-3650 or DCFDECECOVID19CCPayments@wisconsin.gov.
- I understand that I must upload child attendance records and staff employment records with my initial application and when requested during future Monthly Update Weeks.
- I understand that I must update child and staff information **every month** following my initial application.
 - Failure to update child and staff information may result in an overpayment, and I must return any funds that should not have been awarded based on the actual child or staff counts for the month.
- I understand that in order to be eligible for payments, I must meet the following qualifications:
 - Regulated and in good standing as defined by the Department of Children and Families (DCF) as of the last date of Application week and each subsequent Monthly Update Week
 - In compliance with background check requirements
 - In compliance with health and safety administrative rules for child care providers as outlined by [DCF Child Care Regulation](#) and meet the requirements of any local orders
 - Currently repaying any overpayment and/or in compliance with any Repayment

Agreement, if any Wisconsin Shares or Child Care Counts overpayments are owed

- I understand that the Department of Children and Families may monitor and review my application and use of program funds.

Allowable Use of Funds

- If I receive funding for **Program A - Increasing Access to High-Quality Care**, I agree to the following:
 - I will use the funds to support necessary and reasonable costs of maintaining or enhancing high-quality care.
 - I will use the funds for the following purposes:
 - Operating expenses, necessary to remain open, including but not limited to mortgage, rent/space costs, utilities, insurance, business-related taxes, and payroll/benefits
 - Expenses related to mitigating the risk of COVID-19, including but not limited to personal protective equipment (PPE) and supplies for cleaning and sanitation
 - Materials/supplies for enhancing the program environment and curriculum, and social and emotional development supports
 - Professional development and/or continuing education
 - Additional costs to ensure high-quality programming
 - Mental health services for children and employees
 - Relief from copayments and tuition payments for families
 - Families can be relieved of out-of-pocket costs, such as tuition or co-pays paid for child care. Wisconsin Shares payments to families cannot be reimbursed.
 - **Providers are encouraged to offer relief from copayments and tuition payments, if financially possible, prioritizing families most in need of financial relief.**

Documentation

- DCF is required to conduct audits to ensure accuracy of applications and the proper use of funds issued. All providers may be subject to an audit and be required to submit supporting documentation.
- I will keep, and submit to DCF upon request, all original, supporting documentation related to my application and how this funding was spent, including but not limited to:
 - Program records and supporting documentation related to my application:

- Documentation to verify attendance of children entered on my application and during each Count Week
- Documentation to verify staff employed at time of application and during each Count Week
- Expenditure records and supporting documentation related to costs incurred and how program funding was spent, including, but not limited to:
 - Mortgage/rent/space cost statements
 - Utility statements
 - Payroll and benefits records
 - Documentation of relief of tuition or copayment for families
 - Expenditures for mental health supports for families and staff
 - Original invoices and/or receipts for purchases of materials/supplies including, but not limited to:
 - PPE, cleaning and sanitation supplies, and all other materials and services related to mitigating the risk of COVID-19
 - Materials and supplies for enhancing the program environment and/or curriculum, and social and emotional development supports
 - Educational supplies and learning materials
- I understand that DCF reserves the right to request documentation of use of this funding for review or audit purposes up to five (5) years after I receive the funds. I agree to supply this documentation upon request.
- I understand that funds received each month under this program must be spent within **120 days** of the date of Payment Letter for the given month.
- Expenses cannot have already been funded by a prior DCF program or reimbursed by another state or federal fund source.

Payment Program B: Funding Workforce Recruitment and Retention

Confirmation and Acceptance of Funds

Definition of terms included in these Terms and Conditions

Application Week: The timeframe during which providers can enter or re-enter the Child Care Counts Stabilization Payment Program

Count Week: The point in time for which child and staff information is collected for payment calculations

Monthly Update Week: The timeframe during which providers report any changes or confirm child attendance and staffing from the previous Count Week

Base Per-Staff Amount: Program B payment amount for each eligible full-time/part-time staff listed in the application

Quality Incentive Per-Staff Amount: Program B additional payment amount based on YoungStar star level for each eligible full-time/part-time staff listed in the application

- I certify that all information provided in this application is true and correct to the best of my knowledge.
- By accepting *Child Care Counts Stabilization Payment Program* funds, I agree to all items included in these Terms and Conditions.
- **I will pay at least the same amount in staff weekly wages and maintain the same benefits for the duration of the payment program for which I receive funding.**
- **I will not involuntarily furlough (lay off without pay) staff who appear on my center's application. *Child Care Counts Stabilization Payment Program* funds for staff may be halted only upon their termination for cause or their voluntary separation from my center.**
- I will implement policies in compliance with health and safety administrative rules for child care providers as outlined by [DCF Child Care Regulation](#) and meet the requirements of any local orders, **and I will, to the greatest extent possible, implement policies in line with guidance from the [Center for Disease Control](#) (CDC) for child care programs.**
- **I understand that this program will require monthly updates to number of children attending and staff employed during the Count Week**
- I understand and agree that this is a nine-month payment program that runs November 2021 through July 2022.

- I can opt out of the program by withdrawing my application before the end of the monthly Application Week.
- If, at any time during the program, I am found to be ineligible or not adhering to the terms and conditions, my payments will be discontinued. When eligibility issues are resolved, I may reapply during a future Application Week.
- If I am awarded funds, DCF will calculate an ongoing monthly payment amount for my program as stated in my Payment Letter. This monthly amount may fluctuate based on the following: changes in enrollment or staffing reported as required by the program Terms and Conditions, available funding, and adjustments DCF makes to the program. This ongoing monthly amount will be indicated in my Payment Letter. DCF will reserve funds for the nine-month amount as indicated in my Payment Letter.
- **I understand that DCF may require repayment of funds disbursed if terms and conditions are not met, and I agree to repay the funds if I fail to meet the terms and conditions of the program.**

Qualifications

- I certify that my program is currently regulated and in good standing during the Count Week and as of the last date of the Application Week and subsequent Monthly Update Weeks.
- I must be open and caring for children ages 0 through 12, or under age 19 for children with disabilities, during the Count Week identified for each month.
 - If I have a temporary closure due to COVID exposure, I must plan to reopen within 14 days of the date of closure in order to receive funding for the following month. If my program will not be able to reopen within 14 days of the COVID exposure related closure, I must notify the Child Care Counts call center at 608-535-3650 or DCFDECECOVID19CCPayments@wisconsin.gov
- I understand that I must upload child attendance records and staff employment records with my initial application and when requested during future Monthly Update Weeks.
- I understand that I must update child and staff information **every month** following my initial application.
 - Failure to update child and staff information may result in an overpayment, and I must return any funds that should not have been awarded based on the actual child or staff counts for the month
- I understand that in order to be eligible for payments, I must meet the following qualifications:
 - Regulated and in good standing as defined by the Department of Children and Families (DCF) as of the last date of Application week and each subsequent Monthly Update Week

- In compliance with background check requirements
- In compliance with health and safety administrative rules for child care providers as outlined by [DCF Child Care Regulation](#) and meet the requirements of any local orders
- Currently repaying any overpayment and/or in compliance with any Repayment Agreement, if any Wisconsin Shares or Child Care Counts overpayments are owed
- I understand that the Department of Children and Families may monitor and review my application and use of program funds.

Allowable Use of Funds

Under **Program B – Funding Workforce Recruitment and Retention**, all programs will receive a Base Per-Staff amount. Programs participating in YoungStar also will receive a Quality Incentive Per-Staff amount. These amounts will be included in the monthly Payment Letter.

If I receive funding for **Program B - Funding Workforce Recruitment and Retention** I agree to the following:

- I will use the funds to support necessary and reasonable costs associated with recruiting and retaining high-quality staff by providing wage increases, bonuses, and/or benefits to current or future employees with approved background checks.
- **I will increase compensation (through wages, bonuses, or benefits) for each staff person included in that month's Count Week by at least the Base Per-Staff amount.**
 - For programs participating in YoungStar, I will use the awarded **Quality Incentive Per Staff amount** towards one or more of the following: wage increases; bonuses; benefits; professional development; and staff trainings, scholarships, or other continuing education expenses.
 - I will not use the funds to pay volunteers.
 - I will not use the funds to pay household members who are not on staff and actively caring for children.
 - High-level administration staff for group providers may receive no more than two (2) times their per-staff amount (Base per-staff amount plus Quality Incentive per-staff amount), as indicated in the Payment Letter. High-level administrative staff are individuals responsible for management of the child care center. These roles include, but are not limited to center directors, center administrators, and licensees.
 - For certified providers: In accordance with [DCF 202.08\(1m\)\(f\)](#) all providers

must also be approved by the certification worker prior to working in the program.

- As a certified provider, I agree that all staff listed on my application have been approved by the certification worker prior to working in the program.

Documentation

- DCF is required to conduct audits to ensure accuracy of applications and the proper use of funds issued. All providers may be subject to an audit and be required to submit supporting documentation.
- I will keep, and submit to DCF upon request, all original, supporting documentation related to my application and how this funding was spent, including, but not limited to:
 - Program records and supporting documentation related to my application:
 - Documentation to verify attendance of children entered on my application and during each Count Week
 - Documentation to verify staff employed at time of application and during each Count Week
 - Expenditure records and supporting documentation related to costs incurred and how program funding was spent, including, but not limited to:
 - Employee payroll registers or other payroll system substantiation of pay rate increase
 - Communications/notification to employees of wage increase or personnel policy explaining wage increase
 - Receipts for ongoing support for staff retention, including training, professional development, and continuing education
 - Documentation to verify use of funds for recruitment efforts for hiring new staff
- I understand that DCF reserves the right to request documentation of use of this funding for review or audit purposes up to five (5) years after I receive the funds. I agree to supply this documentation upon request.
- I understand that funds received each month under this program must be spent within **120 days** of the date of Payment Letter for the given month.
- Expenses cannot have already been funded by a prior DCF program or reimbursed by another state or federal fund source.